MEMORANDUM

DATE: November 20, 2017

TO: Deborah J. Nichols
Chief Operating Officer

FROM: Tina R. Johnson, MPH, RN
Deputy Commissioner
Community & Family Health Services

SUBJECT: Request for Unclassified Position Salary Adjustment – Beth Martin

A request is being made for a salary adjustment for the following employee effective December 10, 2017. The salary adjustment is due to an increase in responsibilities that this employee has been asked to perform as a routine part of their job.

Name: Beth Martin (PIN: 34001995)   Current Salary: $3,097.85 Bi-Weekly
Position: MCH Consultant   Proposed Salary: $3,533.50 Bi-Weekly
(Child Guidance Program Director)   Amount of Increase: $435.65 = 14.06% Bi-Weekly

Justification:

Based on the recent resignation of Annette Jacobi, Program Director of Family Support and Prevention Services (FSPS), I am proposing a consolidation with the Child Guidance Department. With the new duties and responsibilities, I would like to move Beth from a small to large program director.

Additionally, I am providing the following cost analysis:

- Annual Salary Difference between Large and Small Directors - **$11,327**
- Projected Cost Savings from Program Director Consolidation - **$111,380**
  - Based on not refilling FSPS Program Director position
- Projected State Funded Cost Savings based on updated funding - **$91,785**
  - Beth is currently funded 80% State and 20% Federal
  - Proposed funded would be (65% Federal/35% State):
    - 25% - Federal Maternal Infant Early Childhood Home Visiting (MIECHV) Grant
    - 20% - Federal Abstinence Grant
    - 20% - Federal Community Based Child Abuse Prevention Grant
    - 20% - State Child Guidance Funding
    - 15% - State Children First Funding

Additional duties and responsibilities now assigned to this position:

- Children First Program
- Maternal Infant Early Childhood Home Visiting (MIECHV) Program
- Community Based Child Abuse Program

Your approval of this request would be greatly appreciated.